

Admin.

May 11, 2001

Memorandum 2001-22

Handbook of Practices and Procedures

Attached to this memorandum is the current version of the main text of the Commission's Handbook of Practices and Procedures (appendices are not included). The Handbook collects procedural decisions and Commission practices in a convenient format. From time to time, we update the Handbook to incorporate new decisions and practices revised since the last edition.

The attached Handbook text has been revised to reflect changes occurring since the last revision in February 2000. (Although revisions were made at that time, the Handbook was never reissued because we were waiting for then expected appointments so we could include biographical information.) The staff has reviewed the Minutes for any changes in Commission policies since February 2000 that need to be included in the Handbook.

The second paragraph of Section 6.7 has been revised to incorporate our understanding of the Commission's position:

Email to Commissioners should be sent to <commission@clrc.ca.gov>, where it will be treated like any other communication to the Commission. On request, Commissioners are also provided with an individual agency email address (<name@clrc.ca.gov>). Commission members may, as an individual choice, provide their direct email addresses for linking from the Commission website. The Commission has not decided whether not to provide biographical information on Commissioners at the website.

The Commission should review this material and consider whether any additional revisions should be made. The staff will implement any approved revisions and distribute the new edition of the Handbook, including updated appendices later this year.

Respectfully submitted,

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Assistant Executive Secretary

HANDBOOK OF COMMISSION PRACTICES AND PROCEDURES

1.	OFFICERS AND MEMBERS OF COMMISSION	1
1.1.	Officers	1
1.2.	Recognition of Service	1
1.3.	Expense Claims	1
1.3.1.	Staff assistance	1
1.3.2.	Procedure	2
1.4.	Materials and Supplies	2
1.4.1.	Binders for Commission materials	2
1.4.2.	Credit cards	2
2.	MEETINGS AND PROCEDURE	2
2.1.	Meetings	2
2.1.1.	Meeting dates and locations	2
2.1.2.	Meeting times	3
2.1.3.	Special and rescheduled meetings	3
2.1.4.	Teleconference meetings	3
2.2.	Meeting Agenda	3
2.3.	Staff-Prepared Meeting Materials	4
2.4.	Conduct of Meeting	4
2.4.1.	Quorum	4
2.4.2.	Meeting starting time	5
2.4.3.	Actions on adopted motion	5
2.4.4.	Actions by Chairperson	5
2.4.5.	Roll call votes	5
2.4.6.	Standing subcommittees	5
2.4.7.	Research consultants	5
2.4.8.	Open meetings	6
2.4.9.	Termination of deliberations	6
2.4.10.	Recording of meetings	6
2.4.11.	Transcripts of meetings	6
2.4.12.	Commissioner identification	6
2.5.	Confidentiality of Communications to Commission	7
2.6.	Evaluation of Suggested Topics	7
2.7.	Reports and Recommendations	8
2.7.1.	Listing of members approving report	8
2.7.2.	Dissents	8
2.7.3.	Editorial, technical, and conforming revisions	8
3.	RELATIONSHIP WITH LEGISLATURE	8
3.1.	Introduction of Bills	8
3.2.	Contacting Individual Members of Legislature	9
3.3.	Acceptance of Amendments After Introduction in Legislature	9
3.4.	Request for Authority To Continue Existing Studies	10

3.5.	Proposing Changes in Laws Enacted on Commission Recommendation	10
3.6.	Proposed Legislation Affecting Commission	10
3.7.	Introductory Information	10
4.	RELATIONSHIP WITH STATE BAR AND OTHER GROUPS	10
5.	RELATIONSHIP WITH RESEARCH CONSULTANTS	11
5.1.	Compensation of Research Consultants	11
5.2.	Form and Contents of Consultant's Study	11
5.2.1.	Statement of scope of background study	11
5.2.2.	Form and content of study	12
5.3.	Presentations by Consultant to Other Persons or Groups	13
5.4.	Involvement of Consultant in Litigation	13
5.5.	Advisers to Commission Consultant	14
5.6.	Additional Funding of Consultant Studies	14
5.7.	Report on Status of Research Studies	14
5.8.	Certificates for Consultants	14
6.	PRINTING AND DISTRIBUTION POLICIES	14
6.1.	Authority To Print and Distribute Commission Materials	14
6.2.	Number of Copies Printed	15
6.3.	Distribution	15
6.4.1.	Bound volumes	15
6.4.2.	Printed reports in pamphlet form	15
6.4.3.	General materials distribution policy	15
6.4.	Sale of Commission Publications	16
6.5.	Cooperation with Continuing Education of the Bar	16
6.6.	Publication of Commission Material in Law Reviews	16
6.6.1.	Background Studies	16
6.6.2.	Tentative Recommendations	17
6.7.	Internet Website and Email	17
7.	DELEGATION OF AUTHORITY FOR PERSONNEL AND FISCAL MATTERS	18
7.1.	Personnel and Fiscal Matters Generally	18
7.2.	Personnel Matters	18
7.2.1.	Hiring	18
7.2.2.	Other Matters	18
7.2.3.	Matters Involving Executive Secretary	18
7.3.	Out-of-State Travel	19
7.4.	Contracts and Leases	19

APPENDICES

A. GOVERNING STATUTE	A-1
B. CONFLICTS OF INTEREST	
1. Commission’s Conflict of Interest Code	B-1
2. Findings Concerning Commission’s Conflict of Interest Code	B-3
C. CONFLICT OF INTEREST STATUTES AND REGULATIONS	
1. Selected Provisions of Political Reform Act	C-1
2. Provisions Relating to Lobbyists	C-2
3. Honoraria	C-2
4. Selected FPPC Regulations	C-3
D. DISQUALIFICATION FROM DECISION-MAKING	D-1
E. BAGLEY-KEENE OPEN MEETING ACT	E-1
F. ATTORNEY GENERAL OPINION SUMMARY	F-1
G. STUDIES ON CURRENT AGENDA	G-1
H. STUDY NUMBERS	H-1
I. PUBLICATION DISTRIBUTION POLICY	I-1
J. COMMISSION CONSULTANTS	J-1
K. RECORDS MANAGEMENT POLICY	K-1
L. COMMISSIONER AND STAFF INFORMATION	
1. Addresses	L-1
2. Biographical Information	L-3

HANDBOOK OF COMMISSION PRACTICES AND PROCEDURES

1. Officers and Members of Commission

1.1. Officers

The officers of the Commission are the Chairperson¹ and the Vice Chairperson. The term of office of the Chairperson and Vice Chairperson is one year, commencing on September 1 of each year.² The officers hold office until election of successors.³

At meetings, the Vice Chairperson shall act as Chairperson in the absence of the Chairperson. In case of a vacancy in the office of Chairperson or where the Chairperson is unavailable, the Vice Chairperson shall perform the duties of the Chairperson.⁴

In case of a vacancy in the office of Chairperson, the commission shall elect new officers for the remainder of the term.⁵

No officer is eligible to succeed himself or herself in the same office in which the officer has served a full term.⁶ However, an officer who has served for less than a full term may succeed himself or herself in the same office for a full term;⁷ and, where the Chairperson is reelected to office, the incumbent Vice Chairperson is eligible for reelection even though reelection may result in the Vice Chairperson succeeding himself or herself for another full term.⁸

1.2. Recognition of Service

The practice of the Commission is to present a plaque to each Chairperson shortly after the term as Chairperson ends. Certificates are awarded to members at completion of their service on the Commission.

1.3. Expense Claims

1.3.1. Staff assistance

Due to the complexity of applicable regulations, the Commission's staff is charged with the responsibility of supervising the process of preparing travel expense claims. Current information concerning travel expense regulations and claims is sent to Commissioners periodically or on request. Questions

1. Gov't Code § 8283 ("The commission shall select one of its members chairperson.")

2. Minutes, April 1987.

3. Minutes, January 1995.

4. Minutes, February 2000; Minutes, January 1995.

5. Minutes, January 1995.

6. Minutes, January 1960.

7. Minutes, December 1960.

8. Minutes, January 1962.

about travel claims or the procedure should be directed to the Administrative Assistant or other responsible staff member.

1.3.2. Procedure

The general procedure for processing travel claims is described here: Travel claims for Commission members are submitted to the Commission's office. The member submits the necessary information on a worksheet supplied by the staff indicating the required information and receipts. If required information or receipts are missing, there will be delays in processing the travel claims. From the worksheet information, the staff prepares the formal travel claim and sends it to the Commissioner for signature. The claim is then returned to the Commission office for final approval and submission to the State Controller for payment.

1.4. Materials and Supplies

1.4.1. Binders for Commission materials

Some members of the Commission use binders to keep Commission material in a convenient form. On request to the Commission's office, a Commissioner will be provided with the binders necessary for this purpose.

1.4.2. Credit cards

American Express Corporate cards are available. (Contact the Administrative Assistant for further information.)

2. Meetings and Procedure

2.1. Meetings ⁹

2.1.1. Meeting dates and locations

Regular meetings ordinarily are scheduled bimonthly, or more frequently as required. A meeting is not held during the month of August. During the legislative session, meetings will be scheduled to accommodate the schedule of the Commission's legislative members; this will usually involve meeting on Thursday in Sacramento.¹⁰

Meetings are scheduled so that the Commission meets in various cities around the state;¹¹ most meetings are in Sacramento, Los Angeles, San Francisco, and San Diego.

9. Minutes, January 1984; Minutes, November 1982; Minutes, November 1980; Minutes, October & November 1979; revised to reflect current practice.

10. Minutes, November 1996; Minutes, September 1995; current practice.

11. Minutes, April 1987.

2.1.2. Meeting times ¹²

Depending on airline schedules, meeting times for two-day meetings are normally scheduled for Thursday, 10:00 AM to 5:00 PM, and Friday, 9:00 AM to 4:00 PM.

To facilitate attendance of legislative members, Thursday meetings may be scheduled to start at 1:00 PM when a meeting is scheduled during a time when the Legislature is in session.

One-day meetings are normally scheduled from 9:00 AM to 5:00 PM.

2.1.3. Special and rescheduled meetings

The Chairperson is authorized to call a special meeting and to change the date, times, and place of a previously scheduled meeting when necessary to improve attendance at the meeting or for other good reason. Notice of a special or rescheduled meeting shall be given immediately.¹³

2.1.4. Teleconference meetings

As a general rule, the Commission believes that in-person attendance is important and discourages the use of teleconference meetings.¹⁴ However, in extraordinary situations, such as where a quorum cannot be attained and Commission action is needed to approve a tentative recommendation, action on a Commission bill, or other time-sensitive matter, the Commission may hold a teleconference meeting,¹⁵ as determined by the Chairperson.

2.2. Meeting Agenda ¹⁶

The staff is to schedule no more work for any particular meeting than can reasonably be considered at the meeting.

When useful to fit the schedule of a consultant or other persons planning to attend the meeting, the staff may schedule a special order of business for consideration of a topic. Special orders should be scheduled early enough so that the meeting can be adjourned if the agenda is completed. At the meeting, the order of items on the agenda may be changed to accommodate persons in attendance.

12. Current practice.

13. Notice of special meetings is also governed by provisions of the Bagley-Keene Open Meeting Act. See, e.g., Gov't Code §§ 11125.3, 11125.4 (included in Appendix E).

14. Minutes, January 1995.

15. See, e.g., Minutes, August 1999; Minutes, May 9 & 15, 1996.

16. Minutes, January 1969. See also Minutes, June 1968.

2.3. Staff-Prepared Meeting Materials

Staff-prepared meeting materials should be mailed so that Commission members receive the materials no less than five days before the meeting.¹⁷ Where meeting materials cannot meet this standard, such as where a letter, fax, or email is received immediately before a meeting, it is acceptable to distribute materials at the meeting; but if the earliest possible distribution is critical, the staff should fax or express mail the material, if practicable.¹⁸ Sending materials as email attachments will satisfy this guideline if the recipient Commissioner has approved this means of receipt.

In preparing meeting materials, the staff should indicate changes in a current draft from the immediately preceding draft by some appropriate means. This may be done by strikeout and underscore in cases where it can be done easily and without causing undue confusion.¹⁹ Commissioners are presumed to have read all the material to be considered at the meeting and the staff is to make its presentations on this assumption.

2.4. Conduct of Meeting

2.4.1. Quorum

Five members of the Commission constitute a quorum, except that:²⁰

(1) If there are three or four vacancies in the membership of the Commission, four members of the Commission constitute a quorum.

(2) If there are five or more vacancies in the membership of the Commission, three members of the Commission constitute a quorum.

If a quorum is established at any time during a meeting of the Commission, the Commission may thereafter act for the duration of the meeting notwithstanding the absence of any member who is part of the quorum.²¹ Any action may be taken by a majority of those present after a quorum is established, but any final recommendation to the Legislature must be approved by a minimum of three affirmative votes.²²

If a quorum is not established at a particular meeting, members present act as a subcommittee and no final action may be taken at the meeting.²³ Decisions of a Commission subcommittee may be ratified by the Commission when a quorum is attained, whether at the same meeting or a later meeting.²⁴

17. Minutes, April 1987; Minutes, September 1984.

18. Minutes, December 1995.

19. Minutes, October 1987.

20. Minutes, August 1999; Minutes, June 1999; Minutes, April 1987.

21. Minutes, January 1993.

22. Minutes, January 1993; Minutes, February 1966; Minutes, April 1963; Minutes, March 1959.

23. Minutes, January 1993; Minutes, April 1987; Minutes, April 1963; Minutes, January 1958.

24. Current practice. See, e.g., Minutes, February 1997; Minutes, May 9 & 15, 1996.

2.4.2. Meeting starting time

Commission meetings are not commenced with the Commission acting as a subcommittee if absent members are known to be in the area where the meeting is being held and are known to be planning to attend the meeting.²⁵ However, meetings should not be delayed more than 15 minutes from the originally scheduled starting time to await the arrival of an absent member who is known to be planning to attend the meeting.²⁶

If both the Chairperson and Vice Chairperson are absent when the meeting should start, a Commission member may convene the meeting and act as temporary Chairperson.²⁷

2.4.3. Actions on adopted motion

Actions to send out tentative recommendations for review and comment or to submit recommendations to the Legislature and other Commission actions are made on a motion adopted by the Commission.²⁸

2.4.4. Actions by Chairperson

The Chairperson, or other Commission member acting as Chairperson, may make motions, second motions, and vote on motions in the same manner as Commission members generally, without the need to vacate the chair temporarily.²⁹

2.4.5. Roll call votes

A roll call vote shall be taken on any matter at the request of any member of the Commission.³⁰ Votes are not recorded in the Minutes unless a member requests that the vote on a particular matter be so recorded. On rare occasions, a member will request that the Minutes reflect that the member voted against the action taken by the Commission.

2.4.6. Standing subcommittees

The Commission has disapproved the use of standing subcommittees to initially review studies on the Commission's agenda and submit their recommendations to the Commission.³¹

2.4.7. Research consultants

Research consultants are requested to attend meetings from time to time.

25. Minutes, April 1984.

26. Minutes, April 1987; Minutes, August 1985.

27. Current practice. The Commission cited this practice as a sufficient rule, obviating any need for selecting a second Vice Chairperson. Minutes, July 1998.

28. Minutes, April 1987; Minutes, January 1985.

29. Minutes, March 1994.

30. Minutes, November 1965.

31. Minutes, May 1960; Minutes, January 1960.

2.4.8. Open meetings

Meetings of the Commission are open to the public and are subject to the provisions of the Bagley-Keene Open Meeting Act.³² Any person may attend as an observer and may address the Commission or participate in the discussion as authorized by the Chairperson.³³ The agenda for each meeting is sent to those persons who normally attend the meetings as observers and to anyone else who requests a copy of the agenda or who may be interested in the subject matter of a particular meeting. Agendas may be sent by regular mail or email.

2.4.9. Termination of deliberations

The Chairperson should terminate prolonged deliberations on any matter either by bringing it to a vote when appropriate or by referring the matter to the staff for further research or redrafting.³⁴

2.4.10. Recording of meetings

Recording of meetings by the staff is for the purpose of preparing Minutes and redrafting statutes. The tapes are then recycled or erased.³⁵

2.4.11. Transcripts of meetings ³⁶

As a general rule, transcripts will not be made of Commission meetings unless the Commission directs the staff to prepare a transcript on a particular matter and announces that decision before the discussion to be transcribed. There are two exceptions to this general policy: (1) In the case of a question as to the accuracy of the Minutes for the previous meeting, at the request of a Commissioner, the staff may prepare a transcript, for Commissioners only, of the part of the discussion as needed to resolve the issue. (2) The Commission may decide to transcribe a discussion without prior notice if all Commissioners present consent and no person who participated in the discussion objects to the transcript.

2.4.12. Commissioner identification

Commissioners should be identified with a name plate or other form of identification so that members of the public are able to identify Commissioners at meetings.³⁷

32. Gov't Code §§ 11120-11132. See Appendix E.

33. Minutes, February 1960.

34. Minutes, March 1959.

35. Minutes, March 1988; see also Gov't Code § 11124.1.

36. Minutes, May-June 1990.

37. Minutes, May 9 & 15, 1996.

2.5. Confidentiality of Communications to Commission

The Commission has adopted the following policy relating to confidentiality of communications received by the Commission:³⁸

The Commission does not ordinarily receive communications on a confidential basis. The Commission will solicit a communication on a confidential basis only where the Commission has made a determination that the information contained in the communication is necessary for a Commission study and might not reasonably be obtainable without providing confidentiality. An unsolicited request for confidentiality will be considered by the Commission on an individual basis, applying the same standard of necessity. The notice on the cover of a Commission tentative recommendation should state that any comments received will be considered at a public meeting.

A communication received under a Commission assurance of confidentiality will be considered by the Commission without knowledge of the identity of the author of the communication. The Commission staff will summarize the contents of the communication, quote from the communication, reproduce the communication with identifying markings deleted, or handle the communication in another appropriate way to protect the identity of the author from disclosure.

The staff will protect the identity of the author of a communication received under a Commission assurance of confidentiality from disclosure. The staff will mark Commission files as confidential, segregate Commission files, destroy the communication, or take other appropriate action to preserve the author's identity from disclosure. This could be accomplished by filing confidential communications in a separate drawer or by referring to the existence of a confidential communication in the study file to which the communication relates. The staff will resist judicial proceedings to require disclosure of any communication received by the Commission under an assurance of confidentiality.

2.6. Evaluation of Suggested Topics ³⁹

The decision as to which new topics will be requested for authorization at a particular legislative session ordinarily is made at one meeting each year, usually in the fall after action on the Commission's current legislative program is completed. A topic may be brought to the Commission's attention when a suggestion is received, but generally suggested topics will be held for consideration as a group. This gives the Commission a useful overview for deciding which new topics to request authority to study and for planning the future study agenda.

38. Minutes, September 1987.

39. Minutes, September 1970; revised to reflect current practice.

2.7. Reports and Recommendations

2.7.1. Listing of members approving report

A printed Commission report is dated as of the month in which the Commission makes a final recommendation or approves printing of the report, and the names of the members of the Commission at that time are listed in the letter of transmittal.⁴⁰

2.7.2. Dissents

Dissenting votes of Commission members on all or part of a recommendation of the Commission are not reported in the recommendation. Rather, a statement is included in the Annual Report of the Commission stating in substance that “occasionally one or more members of the Commission may not join in all or part of a recommendation submitted to the Legislature by the Commission.”⁴¹

2.7.3. Editorial, technical, and conforming revisions⁴²

After the Commission has approved a recommendation for printing, the staff may make substantive or technical revisions in preparing the recommendation for printing where necessary to conform to the Commission’s policy decisions or to correct technical defects. Members of the Commission may submit suggested editorial revisions to the staff for consideration in preparing material for publication.

3. Relationship with Legislature

3.1. Introduction of Bills

Commission bills may be introduced by one of the legislative members of the Commission.⁴³ The Commission encourages other members of the Legislature to be authors or coauthors of Commission bills.⁴⁴ In this case, the other legislators are selected by the Executive Secretary after consulting with the legislative members of the Commission or appropriate legislative staff members. Ordinarily, Commission bills will be introduced in the form in which they are published by the Commission and later amended to reflect changes that the Commission believes desirable.⁴⁵

40. Minutes, October 1960; revised to reflect current practice.

41. Minutes, August 1960. See also Minutes, July 1960.

42. Minutes, October 1979.

43. Minutes, January 1959.

44. Minutes, January 1959.

45. Minutes, January 1959.

3.2. Contacting Individual Members of Legislature ⁴⁶

The Commission has considered whether and under what procedure the Executive Secretary should contact individual members of the Legislature to explain Commission bills. A member of the Legislature should not be contacted unless the member has raised questions about a Commission bill in committee or otherwise and it seems likely that the member does not fully understand the Commission's recommendation or the reasons for it. If it appears desirable, the Executive Secretary may contact the member to answer questions the member may have about the bill and otherwise explain it. Care must be taken not to appear to be advocating legislation in violation of Government Code Section 8288, which provides:

No employee of the Commission and no member appointed by the Governor shall, with respect to any proposed legislation concerning matters assigned to the Commission for study pursuant to Section 8293, advocate the passage or defeat of the legislation by the Legislature or the approval or veto of the legislation by the Governor or appear before any committee of the Legislature as to such matters unless requested to do so by the committee or its chairperson. In no event shall an employee or member of the commission appointed by the Governor advocate the passage or defeat of any legislation or the approval or veto of any legislation by the Governor, in his or her official capacity as an employee or member.

3.3. Acceptance of Amendments After Introduction in Legislature ⁴⁷

The legislator carrying a Commission bill and the Executive Secretary are authorized to amend the bill prior to or at the time of the hearing on the bill where the amendment is a technical or nonpolicy amendment or where the failure to make the amendment would jeopardize the enactment of the bill. If possible, the staff should submit the amendments to the members of the Commission in advance of making the amendments, either at a meeting or by distribution of a draft of the amendments to each member of the Commission. If this is not possible, the amendments made to the bill should be presented to the Commission, at the first opportunity, for review and approval or for revision. In addition, whenever possible, an amendment that involves a policy decision of the Commission should be discussed with the Chairperson by telephone before being made. The authority of the legislator to amend a bill the member is carrying for the Commission is not limited, but any amendments so made should be submitted to the members of the Commission using the procedure described above.

46. Minutes, January 1971.

47. Minutes, September 1987.

3.4. Request for Authority To Continue Existing Studies

A concurrent resolution is submitted at each legislative session to authorize continuance of existing studies and any new studies the Commission desires to undertake and, if needed, to remove previously authorized studies from the Commission's agenda.⁴⁸

3.5. Proposing Changes in Laws Enacted on Commission Recommendation

The Commission has established that, as a matter of policy, unless there is a good reason for doing so, the Commission will not recommend to the Legislature changes in laws that have been enacted on Commission recommendation.⁴⁹

3.6. Proposed Legislation Affecting Commission

The staff should immediately inform the Commission or members thereof when the staff becomes aware of pending legislation directly affecting the Commission.⁵⁰

3.7. Introductory Information

The staff should send a letter to new legislators noting that the Legislature sets the Commission's agenda, and that the Commission provides a resource the legislator should be aware of where there are issues appropriate for Commission study. The introductory letter to new legislators should enclose a brief overview explaining how the Commission operates and offering to provide additional information.⁵¹

4. Relationship with State Bar and Other Groups ⁵²

The Commission seeks to work closely with the State Bar on major studies. The customary practice is to work with the appropriate State Bar section to develop a recommendation that will be supported by the State Bar section or to minimize the differences between the Commission and the State Bar section.

48. Current practice. See Gov't Code § 8293.

49. Minutes, December 1971.

50. Minutes, October 1986.

51. Minutes, November 1994.

52. Minutes, September 1987. See also Gov't Code §§ 8297 (State Bar "shall assist the commission in any manner the commission may request within the scope of its powers or duties), 8289 (Commission duty to "[r]eceive and consider proposed changes in the law recommended by ... any bar association or other learned bodies").

Meeting materials are distributed to the designated representatives of the State Bar section not later than the time the materials are distributed to members of the Commission. The State Bar section provides the Commission with detailed comments concerning the meeting materials prior to the time the meeting materials are considered by the Commission. If time permits, these comments are distributed to each member of the Commission for study prior to the meeting. Representatives of the State Bar section attend the meeting to answer questions concerning the comments previously sent to the Commission and to provide additional comments.

After a bill has been introduced to effectuate a recommendation, the State Bar section reviews the bill and the official Comments set out in the Commission's recommendation to suggest technical and policy changes in the bill or the Comments.

The Chairperson and members of the staff sometimes meet with representatives of State Bar sections to discuss informally Commission recommendations.

The Commission will follow these guidelines in relations with other bar associations and groups as appropriate.

5. Relationship with Research Consultants

5.1. Compensation of Research Consultants

Compensation of research consultants is on a modest scale, as paid in connection with public service rather than at regular professional rates.⁵³ Payment is made in a lump sum (rather than on an hourly basis) under a contract made with the consultant.⁵⁴ Partial payments may be made for portions of a research study that have been completed.

5.2. Form and Contents of Consultant's Study⁵⁵

5.2.1. Statement of scope of background study

The Commission considers it important that there be a clear understanding concerning the scope of the background study so that the background study includes an adequate discussion of those matters that the Commission believes are in need of study. For this reason, a statement of the scope of the study is prepared by the staff in cooperation with the Commission's consultant. The statement identifies those aspects of the topic to be studied that are considered by the Commission to be of particular importance. Where appropriate, the statement may indicate uniform or model acts or statutes of other

53. Minutes, June 1955.

54. Minutes, June 1955.

55. Minutes, January 1982.

jurisdictions that are to be considered in the background study. The statement is intended to ensure that the background study includes an adequate discussion of the matters that are described in the statement, but is not intended to restrict the consultant in any way.

The staff prepares and presents for Commission consideration a draft of a statement of the scope of the study. If the consultant is not present when the draft of the statement is considered by the Commission, the staff draft of the statement as revised by the Commission is sent to the consultant. The consultant is requested to review the statement and suggest any additional aspects of the topic in need of study or other modifications of the statement. The suggestions of the consultant are reviewed by the Commission and any necessary changes made in the statement.

In some cases, the Commission may invite the consultant to meet with the Commission before commencing work on the background study to discuss the scope and methodology of the study. This will enable the Commission to gain additional understanding of the subject matter and ensure that the background study will address all of the matters the Commission believes would be useful in considering the topic.

5.2.2. Form and content of study

The consultant is completely free to determine the form and content of the background study, but the background study should include an adequate discussion of the specific matters that the statement of the scope of the study indicates should be discussed in the background study and such other matters as the consultant believes should be considered in the background study. The background study ordinarily is prepared in the form of one or more law review articles.

A background study is most useful to the Commission if it includes the following:

- (1) An identification of the specific problems that may require legislative action.
- (2) A discussion of existing California decisional and statutory law with respect to each such problem and, where the consultant considers it useful, a discussion of uniform and model acts, statutes of other jurisdictions, and other material.
- (3) The alternative methods by which each problem might be solved, the advantages and disadvantages of each alternative, and the consultant's recommendations as to which alternative is best. The consultant is completely free to make such recommendations as the consultant considers appropriate or desirable.

If views expressed in a consultant's study are not in agreement with the final recommendation of the Commission on the subject, the consultant may

be asked to review pertinent parts of the study. The consultant is not required, however, to conform the study to the views of the Commission, nor are any portions of the study eliminated when the study is published merely because they are inconsistent with the final action of the Commission.⁵⁶ Whenever possible, the consultant's study is published in a California law review or other publication and may be republished by the Commission. In some cases, a study may be published only in the Commission's reports. Studies are printed with a note explaining that the views expressed are not necessarily the views of the Commission.

5.3. Presentations by Consultant to Other Persons or Groups ⁵⁷

If a consultant makes any presentation of a background study and recommendations to any person, or legislative or other group, the consultant shall make clear at the time the presentation is made that:

- (1) The consultant's recommendations are not recommendations of the Commission and do not represent the views or recommendations of the Commission.
- (2) The Commission may or may not make recommendations on the particular matter and, if the Commission does make recommendations, those recommendations will be made in the Commission's printed report to the Legislature.

5.4. Involvement of Consultant in Litigation ⁵⁸

A consultant is free to continue professional activities in an area related to the subject for which the consultant was hired to advise the Commission, including involvement in litigation. However, if the consultant becomes involved in litigation on the side of a party or as *amicus curiae*, the consultant shall do the following:

- (1) Advise the Commission of involvement in the litigation.
- (2) When the person's status as a Commission consultant becomes known to the parties litigant or the court, make clear that the consultant's views do not represent the views or recommendations of the Commission and that the Commission's recommendations, if any, will be made in the Commission's printed report to the Legislature.

56. Minutes, August 1960.

57. Minutes, January 1990; Minutes, January 1982.

58. Minutes, January 1990.

5.5. Advisers to Commission Consultant ⁵⁹

Although the Commission encourages consultants to seek the views of other experts and interested persons in the course of preparing a background study, the Commission does not approve the consultant setting up an advisory committee or similar named group.

5.6. Additional Funding of Consultant Studies

A consultant retained by the Commission for the preparation of a background study may seek to obtain grants or funding from foundations or other sources for the purpose of preparing the study required by the Commission, but no grant or funding shall be accepted by the consultant without the prior approval of the Commission, which approval shall be set out in the Minutes of the meeting at which the approval was given.⁶⁰

5.7. Report on Status of Research Studies

Periodically, the Executive Secretary is to submit for Commission review the status of each research study being prepared by an outside research consultant.⁶¹

5.8. Certificates for Consultants

It is the practice of the Commission to present a certificate of distinguished service to consultants who satisfactorily complete their work for the Commission.

6. Printing and Distribution Policies

6.1. Authority To Print and Distribute Commission Materials ⁶²

The Executive Secretary determines when material should be printed. However, no pamphlet containing a Commission recommendation is distributed unless it has first been approved for printing and distribution by the Commission.

A "Staff Report" containing a Commission recommendation and revised Comments, including minor editorial notes in brackets, in a convenient form may be prepared following enactment of a Commission recommendation, to

59. Minutes, January 1990.

60. Minutes, September 1987.

61. Minutes, April 1971; revised to reflect current practice.

62. Minutes, March 1960; revised to reflect changes in printing procedures and existing practice.

assist persons using the new law. Staff Reports may be printed or provided only in electronic form.

6.2. Number of Copies Printed

Ordinarily 250-500 copies of a recommendation or report are printed in pamphlet form. In some cases, more copies may be printed if greater demand is anticipated. If demand is particularly heavy, a publication may be reprinted.

An additional 200 copies are printed without covers and held for eventual incorporation into a bound volume of the Commission's REPORTS, RECOMMENDATIONS, AND STUDIES.

The Commission's budget also pays for printing approximately 200 copies of reports to be distributed to legal depository libraries by the Office of State Publishing under the Library Distribution Act.

6.3. Distribution ⁶³

6.4.1. Bound volumes

When a bound volume is printed, complimentary copies are sent to a limited number of state and federal government officials, legal publishers, and others. Bound volumes are also sent to current members of the Commission and to members whose tenure is covered in the volume.

6.4.2. Printed reports in pamphlet form

Printed recommendations and other reports in pamphlet form are distributed on the same basis as bound volumes and to persons who have subscribed to the particular report. Distribution is made on an exchange basis with various other law revision commissions.

In accordance with legislative mandate, members of the Legislature are sent a complimentary copy only on request.⁶⁴

6.4.3. General materials distribution policy ⁶⁵

(1) All current and recent materials will continue to be available electronically. Availability of materials on the Internet will be suggested as a first option to persons wishing to obtain copies of Commission materials.

(2) Printed reports will be available on request, the first copy free and additional copies charged at cost.

(3) Tentative recommendations will be available free of charge, including multiple copies (e.g., for bar committees), to persons wishing to review and comment on them.

63. For the current Publication Distribution Policy, see Appendix I.

64. See Gov't Code § 9795.

65. Minutes, September 1996.

(4) Meeting materials will be available free of charge to persons who attend meetings or comment on the materials, and will be available at cost to other persons.

(5) Bound compilations of previously printed reports will be available at cost.

(6) The staff will have discretion to vary these rules in appropriate circumstances (e.g., provide discount for bulk purchase or educational use).

6.4. Sale of Commission Publications

When the budgetary situation requires, the Commission has adopted a policy that a charge be made for Commission publications.⁶⁶

6.5. Cooperation with Continuing Education of the Bar

The Commission has published several publications in cooperation with California Continuing Education of the Bar (CEB). These publications have been published primarily for CEB use in connection with programs designed to instruct lawyers concerning major legislative enactments that have resulted from Commission recommendations. In recent years, CEB has included Commission material in program materials or appendices to other publications, instead of financing the printing of a separate pamphlet. The Commission cooperates by supplying electronic copy of Commission recommendations and other material.

6.6. Publication of Commission Material in Law Reviews

6.6.1. Background Studies

A study may be published in a law review if it is accompanied by the substance of the following note:

This article was prepared to provide the California Law Revision Commission with background information to assist the Commission in its study of this subject. The opinions, conclusions, and recommendations contained in this article are entirely those of the author and do not necessarily represent or reflect the opinions, conclusions, or recommendations of the Law Revision Commission.

A letter should be obtained from a law review publishing a Commission study recognizing that the Commission itself may republish the article in its pamphlet containing its recommendation to the Legislature.

66. Minutes, July 1991; for the current price structure, see Appendix I.

6.6.2. Tentative Recommendations

A tentative recommendation may not be published in a law review unless Commission permission is first obtained.⁶⁷ If a tentative recommendation is published in a law review or otherwise distributed, it should be accompanied by the substance of the following note:⁶⁸

This tentative recommendation is published here so that interested persons will be advised of the Commission's tentative conclusions and can make their views known to the Commission. Any comments sent to the Commission will be considered at a public meeting when the Commission determines the provisions it will include in legislation the Commission plans to recommend to the Legislature.

The Commission often substantially revises tentative recommendations as a result of the comments it receives. Hence, this tentative recommendation is not necessarily the recommendation the Commission will submit to the Legislature.

6.7. Internet Website and Email ⁶⁹

The Commission maintains a website on the Internet at www.clrc.ca.gov. Background information and information on current activities, such as agendas, bills, tentative recommendations out for comment, and the like, is kept current on the website. Commission meeting materials, tentative recommendations, printed reports, and other materials are available for downloading. Subject to storage limitations, downloadable files are retained on the Commission's website for the convenience of the public and also as a cost saving approach to distributing material of interest.

Email to Commissioners should be sent to <commission@clrc.ca.gov>, where it will be treated like any other communication to the Commission. On request, Commissioners are also provided with an individual agency email address (<name@clrc.ca.gov>). Commission members may, as an individual choice, provide their direct email addresses for linking from the Commission website. The Commission has decided not to provide biographical information on Commissioners at the website.⁷⁰

Agendas are distributed by email, as well as mailing paper copies. The staff will email agendas to Commissioners on request. When special arrangements are made, such as with the Judicial Council or State Bar committees, the staff will send meeting materials as email attachments. This option is also available to Commissioners on request.

67. Minutes, December 1965.

68. Minutes, June 1966.

69. Current practice.

70. [Minutes, May 2001]; Minutes, May 1996.

7. Delegation of Authority for Personnel and Fiscal Matters

7.1. Personnel and Fiscal Matters Generally ⁷¹

Both the Chairperson and the Executive Secretary are authorized to sign on behalf of the Commission the necessary documents giving one or more Commissioners and employees authority to sign personnel and financial documents. The Chairperson, Executive Secretary, and Assistant Executive Secretary are authorized to sign all such documents.

The Executive Secretary is authorized to determine the particular types of documents that the Assistant Executive Secretary and other Commission employees can sign as a matter of practice.

7.2. Personnel Matters ⁷²

7.2.1. Hiring

Appointments, promotions to higher level positions, and involuntary terminations of persons to or from positions as Executive Secretary, Assistant Executive Secretary, and other full-time attorney positions on the Commission staff shall first be approved by the Commission. In the case of an appointment of a person to a full-time attorney position (other than Executive Secretary or Assistant Executive Secretary), the approval of the Chairperson shall be obtained before the appointment is made, but Commission approval is not necessary.

7.2.2. Other Matters

The Executive Secretary is authorized to take all actions, other than those specified in Section 7.2.1, with respect to appointment, promotions, terminations, leave, merit increases, other salary increases, and the like, for Commission employees other than the Executive Secretary. Any other person authorized to sign personnel documents has similar authority but, except in emergency circumstances, this authority should be exercised only after consulting with the Executive Secretary. It is understood that no such action shall be taken over the objection of the employee involved unless the Chairperson or the Commission first indicates approval of the action proposed to be taken by the Executive Secretary.

7.2.3. Matters Involving Executive Secretary

The Chairperson is authorized to take all actions, other than those specified in Section 7.2.1, with respect to appointment, termination, leave, merit increases, and other salary increases, and similar matters for the position of

71. Minutes, October 1965.

72. Minutes, October 1971; Minutes, October 1965.

Executive Secretary. The Assistant Executive Secretary is authorized to approve sick leave and vacation leave requests of the Executive Secretary.

7.3. Out-of-State Travel ⁷³

The Chairperson is authorized to approve requests for authorization by the Department of Finance and the Governor of unbudgeted out-of-state travel by members of the Commission's staff. Requests for budgeted out-of-state travel are presented for approval by the Department of Finance and Governor by submission of the necessary document by the Executive Secretary.

7.4. Contracts and Leases

The Executive Secretary is authorized to sign on behalf of the Commission all leases and contracts previously approved by the Commission.⁷⁴ The Executive Secretary is authorized to execute contracts covering equipment maintenance, equipment rental, subscriptions, and the like.

73. Minutes, October 1965.

74. Minutes, July 1964.